



Elections

Nova Scotia

Mobile Poll Handbook

For
Deputy Returning Officers
And
Poll Clerks

Published by
the Chief Electoral Officer
2004

TABLE OF CONTENTS

	PAGE
Message from the Chief Electoral Officer	1
 Part I: Opening and Closing the Polling Station	
Voting hours	2
Opening the Mobile Poll	2
Setting up the polling station	2
Verifying ballots received	4
Assembling the ballot box	4
Closing the Mobile poll to move onto the next location	7
Opening the polling station at the second or third Mobile locations	9
Final close of the Mobile Poll	10
 Part II: Who Can Be Present in the Polling Station	
Who is allowed in the polling station	11
Responsibilities of agents	12
 Part III: The Voting Process	
Flow of electors coming to vote	13
Who may vote at the polling station	13
Voting Step-By-Step	13
If elector's name is not on the List of Electors	14
If elector's name is on the List of Electors	14
Poll Clerks entries in the Poll Book	17
Bedridden electors	18

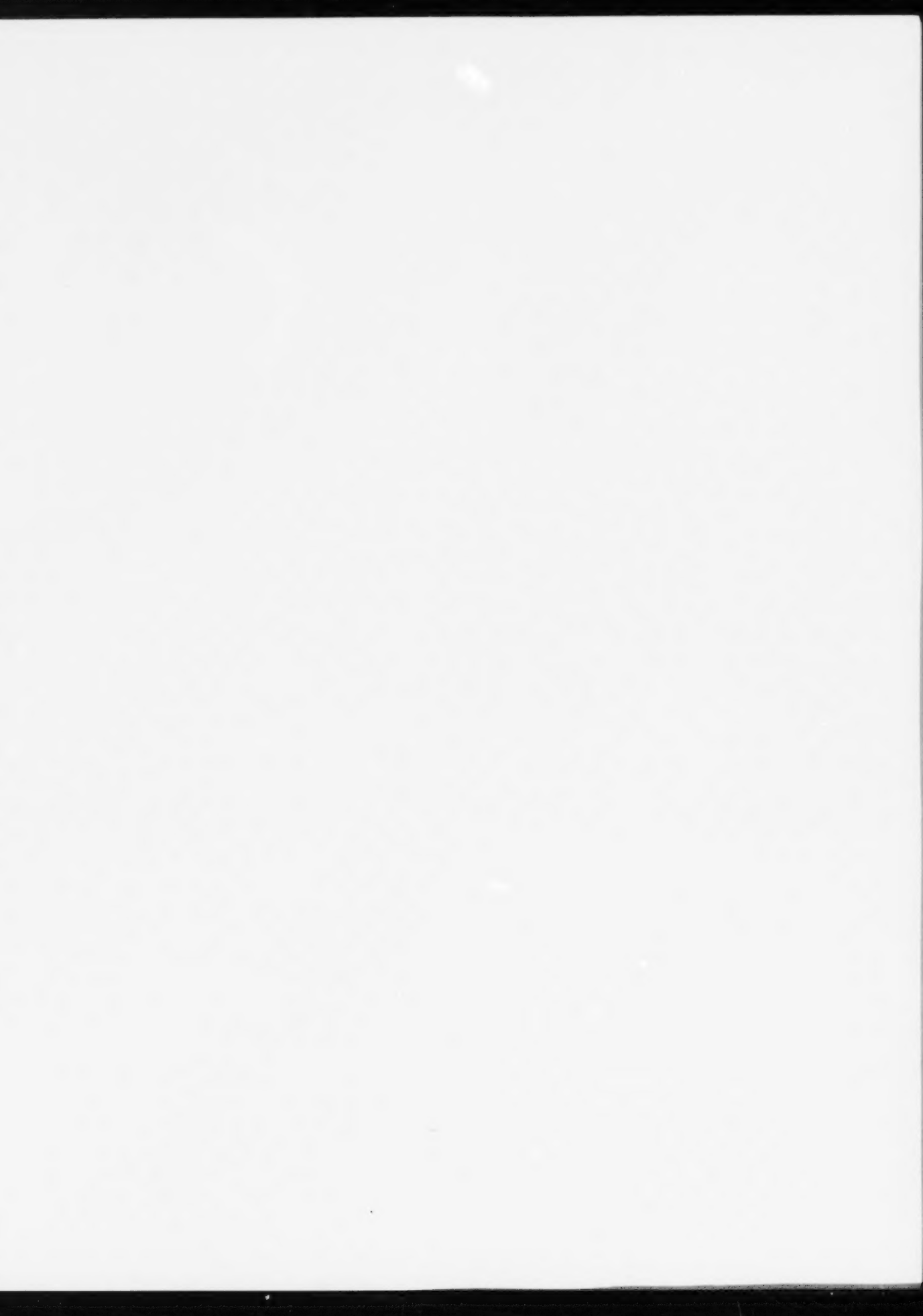
Part IV: Special Situations at The Poll

How to administer an oath	19
Special Situations Requiring an Oath:	
Elector assisted by a friend to mark the ballot	19
Elector assisted by DRO	20
Challenging an elector	21
Errors on the official List of Electors	22
Personated elector (someone voted using the elector's name)	22
Elector requiring an interpreter	23
Special Situations That Do Not Require an Oath	
A visually impaired elector using a template to vote	23
Elector who damages or mis-marks ballot	24
Elector who decides not to vote	24
Disturbance at the polling station	24

Part VI: Counting the Ballots

When to count the votes	25
Who may be present for the count	25
Acceptable and unacceptable ballots	25
Irregular ballots	28
Steps to count ballots	28

Message From the Chief Electoral Officer



Mobile Poll Handbook for Deputy Returning Officers and Poll Clerks, 2004

Thank you for agreeing to work as Deputy Returning Officer (DRO) or Poll Clerk for the Mobile Poll in this election. Your work is very important part of our democratic process.

Both the DRO and Poll Clerk are responsible for the proper conduct of the mobile poll. You must be fair in your work, and seen to be fair by electors. Some of the things to remember when at work are as follows:

- Do not discuss politics at the polling station.
- Do not act as an agent or canvasser for a candidate.
- Do not accept food or drink from party representatives at the polling station. Bring your own or arrange for delivery.
- Be sensitive in your choice of clothing by avoiding wearing colors that may be associated with a particular part.

You are responsible only to your returning officer (RO), and not to any political party, candidate, or candidate's agent. Your instructions must come from your Returning Officer.

Finally, keep in mind that resident at long-term care facilities may require extra attention when voting. It may take them more time to answer your questions, or to carry out certain tasks. Be sensitive to their special needs.

Thank you again for your contribution in this election.

PART I

OPENING AND CLOSING THE POLLING STATION

Voting Hours

- ☐ You will be told the opening and closing hours for each mobile station stop by the Returning Officer.
- ☐ The hours are in the Notice of Mobile Poll and are already confirmed with the administrator of each facility you are visiting. You must observe these times **STRICTLY**.

Opening the Mobile Poll

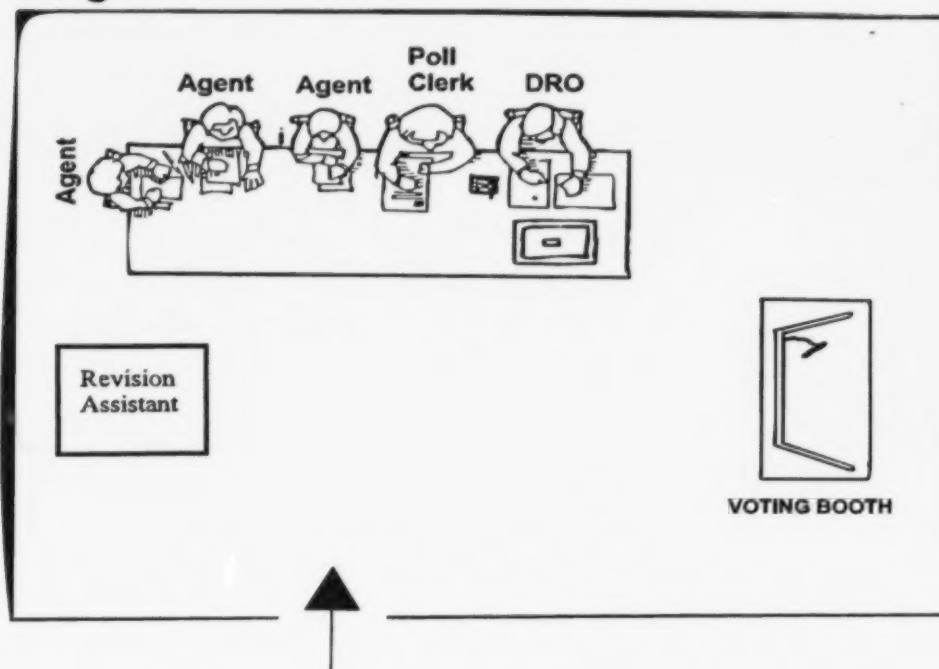
- ☐ Arrive at least 15 minutes early so that the polling station can be set up before the opening hour of the poll.
- ☐ If your co-worker does not arrive, call the Returning Officer **immediately**.

Setting Up the Polling Station

- ☐ Set up the furniture for voting. When arranging the furniture, allow sufficient space for electors with reduced mobility (wheelchairs, walkers, etc.) to circulate freely.
- ☐ Remove any partisan material from the polling station and around the entry to the polling station.
- ☐ Remove the voting material from the container.
- ☐ Set up the voting compartment on the table in such a way that no one will see how the elector is marking the ballot.
- ☐ Place a pencil behind the voting compartment. Check periodically that the pencil is still in the compartment and that it is sharp.
- ☐ Post the **“Direction to Electors”** sign in a prominent place in the polling station.
- ☐ Ensure that each agent in the polling station has presented you with his/her Appointment to the Poll, form ENS-02-520, and had taken and signed the Oath of Agent or Elector Representing Candidate, form ENS-02-504 in the Poll Book.

Setting up the Polling Station:

Single



Verifying Ballots Received

Follow these steps to verify the ballots received from the RO in the presence of witnesses.

DRO:

- ☐ Count the ballots and check the serial numbers. Allow any candidate, agent or elector representing a candidate who is present to inspect and count the ballots also.
- ☐ Initial the ballots in a uniform manner using pen or pencil in the space provided on the back. Use the same writing instrument to initial all the ballots. You must place the initials in such a way that they can be seen when the ballot is folded. No other identifying marks may be placed on the front or the back of the ballot.
- ☐ Complete the entries on the front cover of the Poll Book:
 - Number of ballots received.
 - Serial number of the ballot box seals.
 - Signature.

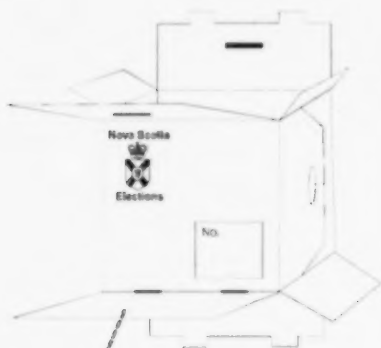
Assembling the Ballot Box

DRO:

- ☐ Assemble ballot box, show that it is empty and then close it.
- ☐ Place the long numbered seals across the front closures, one at the top and one on the bottom.
- ☐ Place the short seals on each side opening.

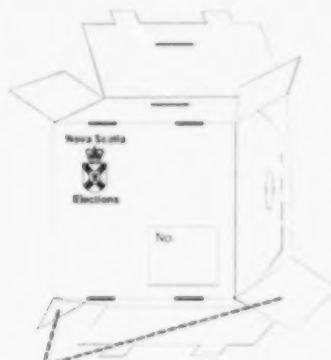
See diagram for details.

ASSEMBLING THE BALLOT BOX



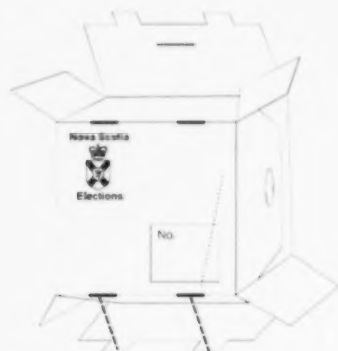
STEP 1

**FOLD IN LONG FRONT FLAP
ON BOTTOM**



STEP 2

**FOLD IN SHORT SIDE FLAPS
ON BOTTOM**



STEP 3

**INSERT TABS INTO SLOTS
ON BOTTOM**

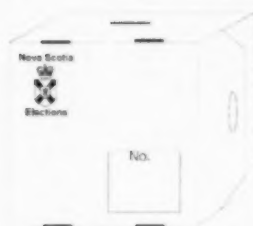


STEP 4

SHOW THAT THE BOX IS EMPTY

STEP 5

**REPEAT STEPS 1-3
FOR TOP OF BOX**

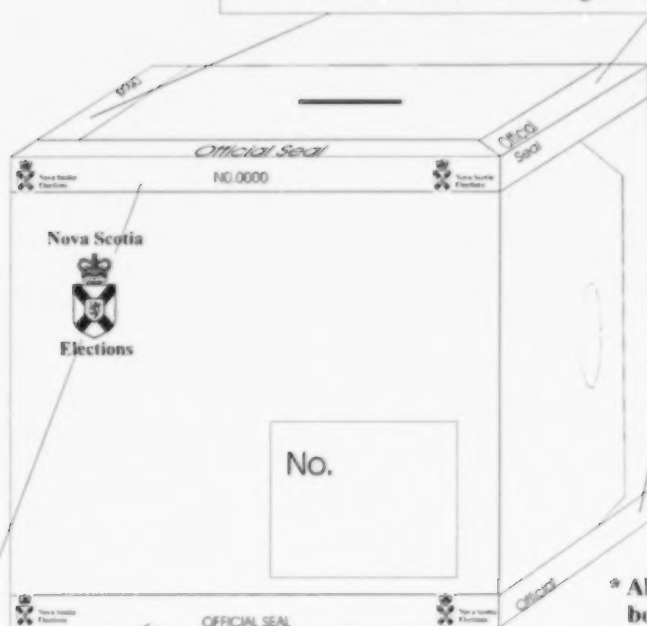


PLACING THE SEALS ON THE BALLOT BOX

Short Seals (4) - unnumbered

Place one short unnumbered seal on each side opening of the ballot box, two at the top and two at the bottom.

These are folded over the edges of the ballot box.



* Also on other side of the bottom of the ballot box

Long Seals (2) - numbered

Place the long numbered seals over the front closures of the ballot box, one at the top and one at the bottom.

These are folded over the edges of the ballot box.

Making Introductions and Setting Ground Rules Before Electors Arrive:

DRO:

Introduce yourself and the other people in the polling station to each other.

Make sure everyone understands that:

- ✓ Electors are to go to the DRO first.
- ✓ People at the table may chat only when there is a lull in voting.
- ✓ Agents may check the List of Electors to update their records only when there is a lull in voting.

Remind agents, in particular:

- ✗ No smoking in the polling station.
- ✗ No politics discussed in the polling station.
- ✗ No cell phone use permitted in the polling station. They must be turned **OFF**.

Begin receiving the votes of the electors at the mobile poll.

Closing the Mobile Poll to Move onto the Next Location

If there are any electors waiting to vote at the closing time they are entitled to vote.

- ☐ If feasible, allow the electors to come in and close the door. Make a list of the electors and take their votes.
- ☐ If not feasible, make a list of the electors waiting outside, then permit them to vote.
- ☐ The poll must close once the last of the electors on your list has voted. Electors who arrive after closing time **must not be allowed to vote**.

Once the poll closes, the ballot box must be secured before taking it to the next location.

DRO:

- ☐ Place a gummed paper seal over the slot at the top of the ballot box.
- ☐ DRO and Poll Clerk sign the seal. Ask any candidates' representatives who may be present to also sign it, if they wish.
- ☐ Make a notation on the last entry in the Poll Book which states "The number of electors who voted at this election in this polling station is (state the number)."
- ☐ Place the unused ballots and stubs in Envelope "B." Complete the entries on the outside of the envelope. Seal the envelope with a gummed paper seal, and DRO and Poll Clerk signs the seal. Candidates' representatives may sign the seal if they wish.
- ☐ Place the original (white) copies of Certificates to Vote in Envelope "G,"
DO NOT SEAL.
- ☐ Place any elector's (yellow) copies of Certificates to Vote in Envelope "H,"
DO NOT SEAL.
- ☐ If any cancelled ballots have been placed in Envelope "A," seal the envelope with a gummed paper seal, and then the DRO and Poll Clerk sign the seal. Candidates' representatives may sign the seal if they wish.
- ☐ Place all voting materials in large Envelope "K," Poll Material Security, and seal it. DRO and Poll Clerk sign the seal. Candidates' representatives may sign the seal if they wish.
- ☐ Proceed to the next location with your ballot box, Envelope "K," voting compartment, and any other voting material.

Opening the Polling Station at the Second or Third Mobile Poll Location

Follow the steps required to open the first mobile station, then carry out the following, in the presence of any agents at the poll:

DRO:

- ☐ Place the sealed ballot box on the table in front of you. Break and remove the gummed paper seal covering the ballot slot. Be sure that the slot is open so that ballots can be placed in the box. **DO NOT BREAK OR REMOVE ANY OTHER BALLOT SEALS.**
- ☐ Break the seal on Envelope "K," Poll Material Security, and remove the voting materials.
- ☐ Remove the seal from Envelope "B" and take out the unused ballot papers. The ballot stubs from the previous poll remain in the envelope.
- ☐ Allow the candidates' representatives to inspect any of the voting materials.

Poll Clerk:

- ☐ Write the name of the next polling station at the top of a new page in the Poll Book.
- ☐ Resume your entries on this page, starting with the next consecutive number. For example, if 35 people voted at the first mobile polling station, your entries for the second mobile polling station would start at consecutive number 36.

Begin receiving the votes from the electors.

Final Close of the Mobile Poll

Close the polling station at the prescribed hour. Follow the same procedure as you would to close to Mobile Poll between stops, with the following added:

- ☐ Place any elector's (yellow) copies of Certificates to Vote in Envelope "H." Seal it with a gummed paper seal. DRO and Poll Clerk signs it, and allow any representatives of candidates who are present to also sign it.
- ☐ Place any original (white) copies of Certificates to Vote in Envelope "G". You do not need to seal this envelope with a gummed paper seal.
- ☐ Place any cancelled ballots in Envelope "A." Complete the entries on the outside of the envelope. Seal it with a gummed paper seal and sign it, and allow any representative of candidates to also sign it.
- ☐ Place all unused ballots and stubs in Envelope "B." Complete the entries on the outside of the envelope. Seal it with a gummed paper seal and sign it, and allow any representatives of candidates to also sign it.
- ☐ Place all envelopes and the other voting material in the large Envelope "K," Poll Material Security, and seal it with a gummed paper seal. DRO and Poll Clerk sign the seal. Candidates' representatives may also sign it if they wish.
- ☐ Take the ballot box and all voting materials to the place designated by the Returning Officer for the counting of the ballots.

PART II

WHO CAN BE PRESENT IN THE POLLING STATION

Besides the DRO, Poll Clerk, and an elector voting, only the following people may be allowed in the polling station:

Returning Officer or Election Clerk

Either may come to see how voting is proceeding, or to deal with any difficulties at the poll.

Candidates

A candidate may come to observe the voting process or to greet the people working the polling station. A candidate may also act as his/her own agent at the polling station.

Candidates' Agents

Each candidate is entitled to have 2 agents at the polling station, after the agents have presented their appointment (form ENS-02-520) to the DRO and taken the Oath of Agent or Elector Representing Candidate (form ENS-02-504) in the Poll Book.

An Elector Representing a Candidate

One elector may represent a candidate at the polling station, but only until the candidates' agent arrives. At that point, the elector must leave.

Candidates' Official Agent and Agent at Large

These agents can come into the polling station at any time, on presenting to the DRO their Poll Entry Certificate (form ENS-02-514), which is signed by the Returning Officer. They will have taken the Oath of Secrecy before the Returning Officer and can act as poll agents if they wish.

Constable

A constable may be appointed by the DRO or the RO, if either deems it necessary to maintain good order in the polling station. (See section on Disturbance at the Polling Station, for appointment process and the powers of a constable).

Administrator of the Long-term Care Facility

The DRO and Poll Clerk must be accompanied by an administrator of the facility when carrying the ballot box from room to room in the long-term care facility.

Responsibilities of Agents

Agents are at the polling station to observe the voting process on behalf of a candidate.

Agents Can:

- ✓ Witness the opening and closing of the mobile polling station at each location.
- ✓ Observe the voting process.
- ✓ Have access to the List of Electors to see who has voted, but only when there is a lull in voting.
- ✓ Communicate who has voted at the polling station to the other accredited agent in the polling station.
- ✓ Challenge an elector (elector must then take the Oath of Qualification).
- ✓ Observe the marking of a ballot for an elector requiring assistance when the DRO is acting as the elector's friend.
- ✓ Sign the Statement of Poll.
- ✓ Sign any seals used to secure election materials.

Agents Cannot:

- ✗ Prevent any elector from voting.
- ✗ Stop or disrupt the voting process.
- ✗ Engage in partisan activity at the poll.
- ✗ Wear any badges, pins, emblems or similar things identifying them as supporters of a particular candidate.
- ✗ Prevent a ballot from being counted, if the DRO accepts it.
- ✗ Approach electors entering the polling station to determine their identity.

Notify your Returning Officer if an agent is not cooperating as required.

PART III

THE VOTING PROCESS

Flow of electors coming to vote

The DRO is in charge of the polling station with the authority to deal with any problems that may arise.

DRO:

- ☐ Sets the tone for welcoming electors.
- ☐ Makes sure lineups are orderly.
- ☐ Ensure that the electors do not linger around the polling station after voting.

Who May Vote at the Polling Station

- ☐ Elector whose name appears on the List of Electors.
- ☐ Elector who has a Certificate to Vote for the polling station.
- ☐ Elector who gives to the DRO the original Transfer Certificate authorizing the elector to vote at the polling station.
- ☐ Elector whose name is on the List of Electors for the polling station and who gives the DRO the original Transfer Certificate issued to the elector to vote at another polling station.
- ☐ Elector whose name is not on the List of Electors but who completes a Certificate to Vote (Form ENS-04-416).

Voting Steps

- Each elector gives their name and address to the DRO. An elector may produce a Confirmation of Registration Notice at the same time, but this is not a requirement.
- The Poll Clerk looks for the elector's name on the List of Electors, then,

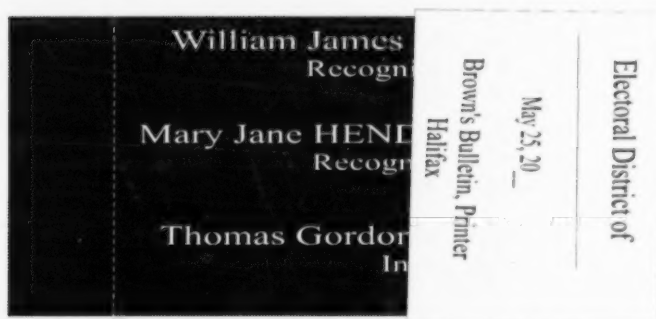
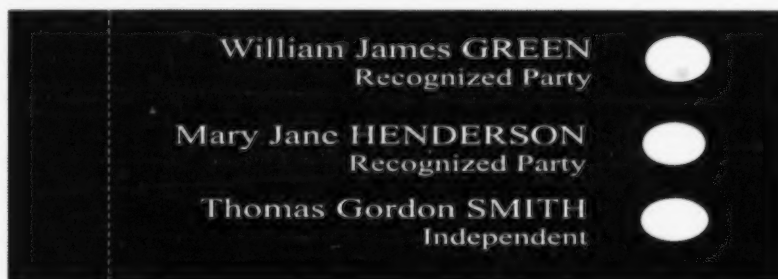
If the elector's name is NOT on the List of Electors:

- DRO first asks if elector has a Certificate to Vote. If not, the elector completes a Certificate to Vote (Form ENS-04-416). (See Booklet: Information for the Deputy Returning Officer Acting as Polling Day Revision Assistant).

If the elector's name is on the List of Electors and the elector has not previously voted:

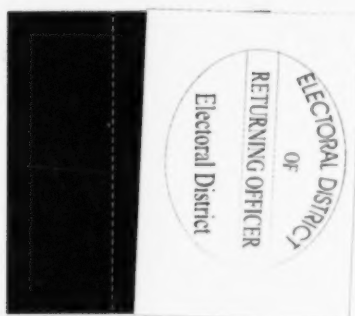
- The Poll Clerk reads out loud (if there are any agents present) the consecutive number of the elector on the List of Electors and crosses the elector's name off of the List of Electors.
- DRO allow elector to vote.
- DRO tears off the ballot from the book between the stub and the counterfoil.
 - Ensure that you have initialed the ballot in a uniform manner on the back using pen or pencil. DRO's initials are an important part of the evidence required to validate ballots when counting the votes.
 - Fold the ballot paper in such a way that your initials can be seen when the ballot is folded. See diagrams on how to handle ballots on the following pages.
 - Give the folded ballot to the elector.
 - Tell the elector to go to the voting screen to mark the ballot and return the marked ballot folded in the same way with the counterfoil in place.
- Without unfolding the ballot, and taking care not see how the elector voted, ensure that it is the same ballot you have the elector by checking your initials and the serial number on the ballot.
- In full view of the elector and all others present, remove and destroy the counterfoil then deposit the ballot in the ballot box without looking to see how the elector has voted.

FOLDING THE BALLOT



FOLD 1

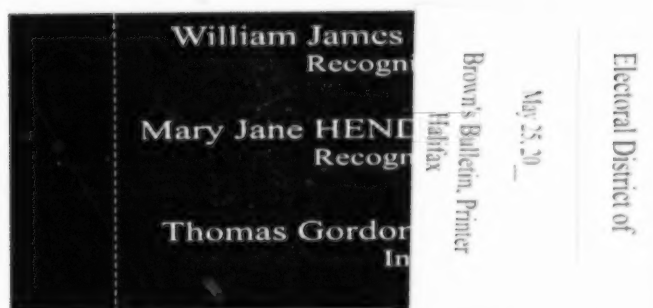
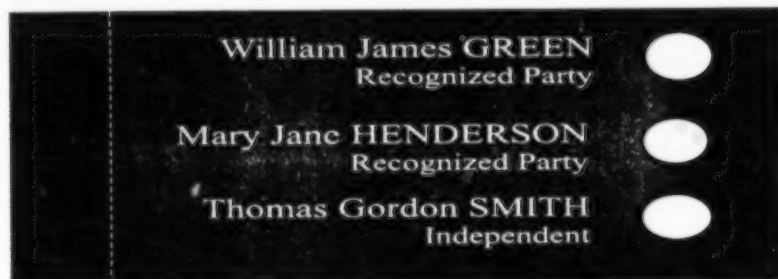
BACK



FOLD 2

Counterfoil

FOLDING THE BALLOT



FOLD 1

BACK

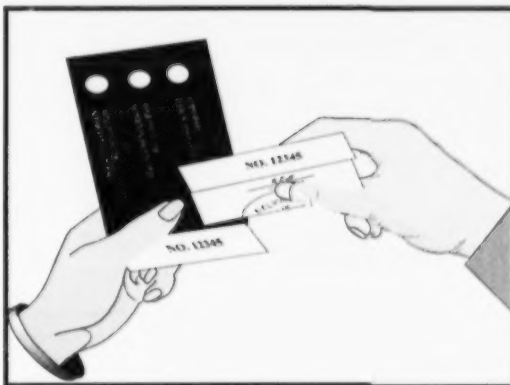


FOLD 2

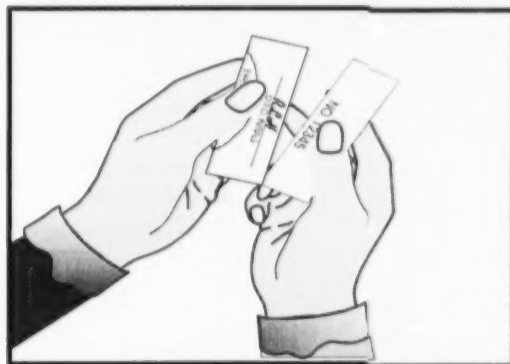
Counterfoil

AFTER ELECTOR RETURNS BALLOT

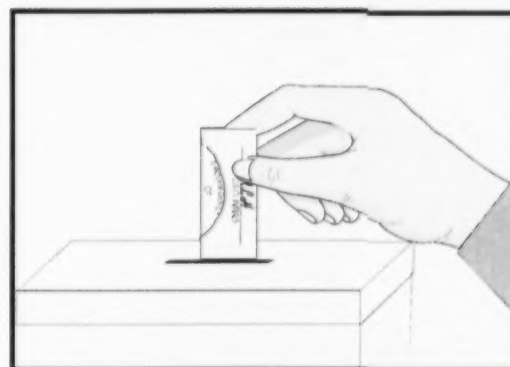
Check serial number printed on back of counterfoil against serial number printed on stub, check initial affixed on back of ballot paper.



Remove counterfoil from ballot paper



Put ballot paper into ballot box in the presence of the elector.



Poll Clerk's Entries in the Poll Book

Consecutive No.	No. On the List of Electors OR "C" for Certificate to Vote	Poll No.	Name of Electors (family name first)	Address	Voted	Sworn or Affirmed	Refused to Swear or Affirm	Remarks
-----------------	--	----------	--------------------------------------	---------	-------	-------------------	----------------------------	---------

The Poll Clerk must enter the following information for every elector:

- Under **"Consecutive Number"** of the elector (the first elector of the day had the number "1", and so on). There is only one List of Electors over the two or three locations of the Mobile Poll. For example, if 48 people voted at the first mobile poll location, the second location would begin at # 49.
- Under **"Number on the List of Electors."** The number would be shown as one of the following:
 - Consecutive number (such as 120), which shows that the elector had this number on the preliminary List of Electors.
 - A notation "C", if the elector used a Certificate to Vote.
- Under **"Poll No"**, place the number of the polling division. This entry is only required if the mobile polls was serving more than one polling division.
- Under **"Name of Elector"** write the name of the elector, family name first.
- Under **"Address"** write the civic address of the elector.

The Poll Clerk **MUST** put a check mark under one or more of the following headings, as appropriate:

- **"Voted,"** as soon as the ballot is put into the ballot box by the DRO.
- **"Sworn or Affirmed"** for any elector who takes an oath.
- **"Refused to swear or affirm,"** where the elector refuses to take a required oath.

- Under **"Remarks,"** enter:
 - Nature and form number of oath, if the elector has taken an oath.
 - Other appropriate remarks.
 - The DRO may also direct that certain entries are made in the Poll Book.

In Addition:

- If the elector used a Certificate to Vote, place the original (white) copy in Envelope "G", and the elector's (yellow) copy in Envelope "H", without sealing the envelopes.

The DRO may also direct that certain entries are made in the Poll Book.

Bedridden Electors

You may have to take the ballot box to several different locations within the long-term care facility (from room to room or bed to bed) to take the votes of the electors who wish to vote at the polling station but cannot leave their beds.

- ☐ Moving from room to room means that the polling station set up in the facility has to be temporarily closed. Try to schedule this when it appears that most voters on the List of Electors have voted.
- ☐ An administrator of the facility must accompany you as you go from room to room.
- ☐ To avoid unnecessary disruption, only ONE agent of a candidate can accompany the ballot box as it is moved around.
- ☐ Try to set up the voting compartment for the elector to mark the ballot. If this is not possible, give the elector sufficient privacy that the ballot can be marked in secret.

PART IV SPECIAL SITUATIONS AT THE POLL

How to Administer an Oath

Several situations require an oath to be taken at the poll. The DRO administers the oath as follows:

- ☐ Ask the person taking an oath to choose to swear or affirm it. You must allow this choice. People who choose to swear do so on the Bible or other religious book, by placing his or her right hand on the book while swearing the oath. Those who choose to solemnly affirm do so without holding a religious book.
- ☐ Ask the person to either read the oath out loud or repeat each sentence after you.
- ☐ Ensure that the name of the person taking the oath is entered and signed where required. If the person cannot write, ask the person to make a mark and have someone witness the mark.
- ☐ Representatives of candidates must sign the Oath of Agent of Elector Representing a Candidate, form ENS-02-504 in the Poll Book.

SPECIAL SITUATIONS REQUIRING AN OATH

Elector Assisted by a Friend to Mark the Ballot

If an elector is unable to read or has a visual impairment or other physical disability, the elector may be assisted by a **friend or by the DRO** to mark the ballot. A "friend" in this case is a person who accompanies an elector to the polling station and assists the elector in marking the ballot. A person can only act as a friend of one elector at the election, unless the person is a child, grandchild, husband, wife, sister brother, or parent of the elector.

DRO:

- ☐ Have the elector take the Oath of Elector Requiring Assistance, form ENS-02-506 in the Poll Book.
- ☐ Have the friend take either:
 - The Oath of a Friend Requiring Assistance (family), form ENS-02-507 in the Poll Book.
 - The Oath of Friend of Elector Requiring Assistance (non-family), form ENS-02-508 in the Poll Book.
- ☐ Give the ballot to the elector, or to the friend of elector, if the elector is unable to hold the ballot.
- ☐ The elector and friend (**no one else**) then go together behind the voting screen and vote secretly.

Poll Clerk:

- ✓ Enter in the Poll Book opposite the name of the elector.
- ✓ Check a mark in the “**Sworn or Affirmed**” column.
 - In the “**Remarks**” column.
 - The reason for the assistance.
 - Oath numbers.
 - Name of person who assisted.

Elector Assisted by DRO

The DRO can also act as friend of an elector and assist the elector in marking the ballot.

DRO:

- ☐ Have the elector take the Oath of Elector Requiring Assistance, form ENS-02-506 in the Poll Book.
- ☐ Accompany the elector to the voting compartment in the presence of an agent or elector representing a candidate, if present.
- ☐ Ask the elector which candidate he/she wishes to vote for and mark the ballot in accordance with the direction of the elector.
- ☐ Place the ballot paper in the ballot box.

Poll Clerk:

- ✓ Check a mark in the **"Sworn or Affirmed"** column.
- ✓ In the **"Remarks"** column.
 - The reason for the assistance.
 - Oath number
 - The name of the DRO who provided assistance.

Challenging an Elector

The DRO, Poll Clerk, Agent or elector representing a candidate may challenge an elector. A challenge can take place even if the elector is on the List of Electors or has been accepted for addition by a Revision Assistant. The challenger may believe that the elector is not who he/she claims to be, or is not a qualified elector. If an elector is challenged, the following steps are taken:

When an elector is challenged, take the following steps:

DRO:

- ☐ Have the elector take the Oath of Qualification, form ENS-02-505 in the Poll Book.
- ☐ On taking the oath, the elector is permitted to vote, whether or not the challenger is satisfied that the elector is qualified to vote.
- ☐ If the elector refuses to take the oath, the elector is not permitted to vote.

Poll Clerk:

- ✓ Check a mark in the **"Sworn or Affirmed"** column.
- ✓ Note oath number in the **"Remarks"** column.
- ✓ Check mark in the **"Refused to Swear or Affirm"** column, if the elector refuses to take required oath.

Errors on the Official List of Electors

If an elector gives a name and address which are not on the List of Electors but which is very similar to one on the List of Electors, the elector can vote if the DRO is satisfied that the name and address on the List of Electors is intended to refer to the elector.

DRO:

- ☐ Have the elector take the Oath of Error on the List of Electors, form ENS-02-511 in the Poll Book.
- ☐ The elector could be asked to take the Oath of Qualification, form ENS-02-505 in the Poll Book.

Poll Clerk:

- ✓ Check a mark in the “**Sworn or Affirmed**” column.
- ✓ Note oath(s) number(s) in the “**Remarks**” column.

Personated Elector (someone voted using the elector’s name)

If someone else votes using the elector’s name, the elector may still vote.

DRO:

- ☐ Have the elector take Oath of Personated Elector, Form ENS-02-509 in the Poll Book.
- ☐ If you have doubts over the elector’s qualifications, have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.

Poll Clerk:

- ✓ Check a mark in the “**Sworn or Affirmed**” column.
- ✓ Note oath(s) number(s) in the “**Remarks**” column.

Elector Requiring an Interpreter

If the DRO does not understand the language spoken by an elector, and cannot communicate with the elector, the DRO must get an interpreter. The elector is not allowed to vote until an interpreter is available to enable communication between the DRO and the elector.

DRO:

- ☐ Have the interpreter take the Oath of Interpreter, form ENS-02-510 in the Poll Book.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector.

- ✓ A note that an interpreter was required.
- ✓ Note oath number in the “**Remarks**” column.

SPECIAL SITUATIONS THAT DO NOT REQUIRE AN OATH

A Visually Impaired Elector Using a Template to Vote

An elector who is visually impaired can ask to use a template to vote.

DRO:

- ☐ Place the template over the ballot so that the circle at the right of the first name on the ballot is aligned with the first circle on the template, and have the rest of the circles on the ballot aligned with corresponding holes in the template.
- ☐ Tell the elector the names and political affiliations of the candidates in the same order that they appear on the ballot paper.
- ☐ Fold the ballot and instruct the elector on how to re-fold the ballot after marking. (The ballot is re-folded using the ridges left when it was folded by the DRO).
- ☐ Direct or assist the elector to the voting screen, and ensure that the ballot is mark in secrecy.
- ☐ The elector or returns the marked ballot to you, and you place it in the ballot box.

Elector Who Damages or Mis-marks Ballot

If an elector has damaged or mis-marked a ballot the ballot may be exchanged for a new one:

DRO, without examining how the elector voted,

- ☐ Write "cancelled" across the back of the ballot.
- ☐ Place cancelled ballot in Envelope "A" for Cancelled Ballot Papers.
- ☐ Issue another ballot to the elector.

NOTE: An elector is entitled to receive only one new ballot paper.

Elector Who Decides Not to Vote

An elector may take a ballot paper and then decide not to vote. The elector must return the ballot paper to the DRO.

DRO, without showing the ballot to anyone:

- ☐ Write "cancelled" across the back of the ballot.
- ☐ Put the cancelled ballot in Envelope "A" for Cancelled Ballot Papers.

Do not give the elector another ballot paper.

Disturbance at the Polling Station

One of the responsibilities of the DRO is to maintain peace and good order at the polling station. If there is a disturbance, the DRO must contact the RO right away. If the situation warrants, the DRO may appoint a constable, using an Appointment of Constable (Form ENS-02-526), or call the police and order the person disturbing the peace to be held in custody until the close of the poll. To do this,

- The DRO writes the following on a piece of paper: "Hold (insert the name of the arrested person. If you do not know the name, insert "the person delivered to you") in custody until 8:00 p.m. this afternoon."
- The DRO then signs the paper and gives it to the constable or police officer.

PART VI COUNTING THE BALLOTS

DO NOT COUNT THE VOTES EARLIER THAN 7:00 P.M.

Who May Be Present for the Count?

- ✓ DRO and Poll Clerk.
- ✓ Candidates.
- ✓ One agent per candidate (a second may be admitted on request). If no agents are present, an elector representing a candidate.

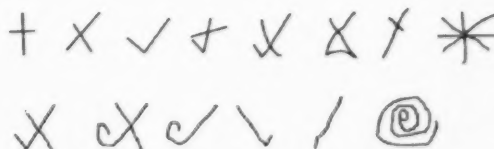
The count must be done in the presence of at least 2 witnesses. If necessary, the DRO must recruit 2 electors to be witnesses. The Poll Clerk can act as one of the required witnesses. **No one should enter or re-enter the polling station after the doors are closed and the count is underway.**

Acceptable and Unacceptable Ballots

The counting of ballots is a very important part of the DRO's duties. Take your time and do the count with care.

Review the following guidelines on acceptable ballots, including the rules for handling irregular ballots.

- The *Elections Act* requires that a ballot must be marked "with a pencil or a pen in the circular space on the ballot paper at the right of the name of the candidate for whom the elector intends to vote with a cross, an "X," a check mark or a line."
- The general rule is that any ballot that clearly shows the elector's intention to vote for a particular candidate, without identifying the elector, must be accepted.



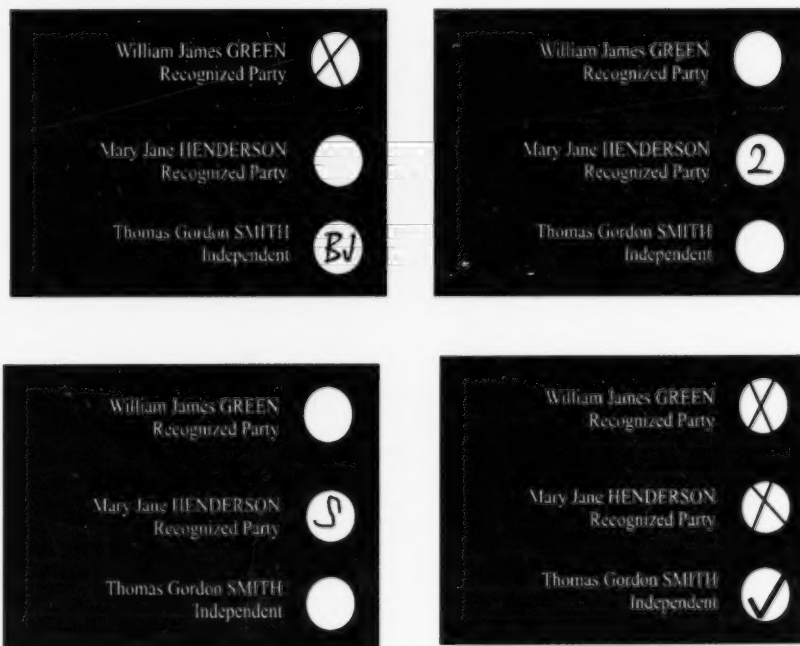
ACCEPTED BALLOTS



The ballots that must be rejected are as follows:

- X** Those not supplied by the DRO.
- X** Those not marked for any candidate.
- X** Those marked for more than one candidate.
- X** Those marked in such a way that it is unclear who the elector voted for.
- X** Those marked in such a way as to identify the elector.
- X** Those not marked in the circular space to the right of the candidate's name (but note that the mark does not have to be all inside the circle).

REJECTED BALLOTS



ACCEPTED BALLOTS

William James GREEN Recognized Party	
Mary Jane HENDERSON Recognized Party	
Thomas Gordon SMITH Independent	

William James GREEN Recognized Party	
Mary Jane HENDERSON Recognized Party	
Thomas Gordon SMITH Independent	

William James GREEN Recognized Party	
Mary Jane HENDERSON Recognized Party	
Thomas Gordon SMITH Independent	

William James GREEN Recognized Party	
Mary Jane HENDERSON Recognized Party	
Thomas Gordon SMITH Independent	

The ballots that must be rejected are as follows:

- X** Those not supplied by the DRO.
- X** Those not marked for any candidate.
- X** Those marked for more than one candidate.
- X** Those marked in such a way that it is unclear who the elector voted for.
- X** Those marked in such a way as to identify the elector.
- X** Those not marked in the circular space to the right of the candidate's name (but note that the mark does not have to be all inside the circle).

REJECTED BALLOTS



IRREGULAR BALLOTS either have counterfoil attached or have not been initialed by the DRO. These ballots can be counted if the following steps are taken:

When Counterfoil Is Attached:

- ✓ Without examining the ballot or showing it to anyone, the DRO removes and destroys the counterfoil in the presence of those at the count.
- ✓ DRO counts the ballot.

When Ballot Is Not Initialed:

- ✓ First, DRO must be satisfied that he/she issued the ballot, then
- ✓ DRO initials the ballot and counts it.

Steps to Count Ballots

Follow These Steps When Counting:

Step 1: Record in the Poll Book the number of electors who voted:

- ☐ Draw a line under the last name of the elector in the Poll Book.
- ☐ Add the number of electors who voted at each mobile poll location and write the following: "The number of electors who voted at these mobile polling stations is (state the number)." State the consecutive number of the last elector.
- ☐ DRO - Sign the Poll Book following the notation.

NOTE: Your total count of the number of electors who voted should be the same as the last consecutive number entered in the Poll Book.

Step2: Count the cancelled ballots / Unused ballots:

- ☐ Take the cancelled ballot papers from Envelope "A" and count them.
- ☐ Write the total number cancelled ballots on the front of Envelope "A".
- ☐ Place the cancelled ballots back in Envelope "A" and seal it with a gummed paper seal.
- ☐ DRO and Poll Clerk sign the seal and ask any witnesses who may wish to also sign it.
- ☐ Open the sealed Envelope "B" and count the unused ballot papers. Do not detach ballots from the books.
- ☐ Place all stubs of used ballots and all unused ballots in the new Envelope "B" and seal it with a gummed paper seal.
- ☐ DRO and Poll Clerk sign the seal. Candidates' representatives may also sign the seal if they wish.

Step 3: Record entries on the statement of poll:

- ☐ Enter the number of ballots received from the RO on line 1.
- ☐ Enter the number cancelled ballots in Envelope "A" (from step 2) on line 5.
- ☐ Enter the number of unused ballots in Envelope "B" (from step 3) on line 6.

Step 4: Distribute Tally Sheets:

- ☐ DRO counts the votes and the Poll Clerk tallies them.
- ☐ Give a tally sheet, form ENS-02-515 to the Poll Clerk and at least 2 other persons who are present.
- ☐ Each person with a tally sheet enters the names of the candidates across the top.

Step 5: Open the ballot box and empty the contents onto the table.

- ☐ Remove the seals from the ballot box and open it.
- ☐ Empty the ballots onto the table,
- ☐ Check bottom flaps and ensure that no ballot paper is stuck between flaps.

Step 6: Counting the ballots:

Remember:

- ☐ DRO is responsible for and in charge of the counting of the ballots.
- ☐ Do not let anyone rush you.
- ☐ Handle each ballot in such a way that others present can see how it was marked, but **DO NOT** pass the ballot paper around.

Counting Process:

DRO:

- ☐ Unfold one ballot at a time, and make sure that DRO initials are on the back.
- ☐ If you decide that the ballot is to be counted, call out the name of the candidate marked on the ballot.
- ☐ For each candidate you call, the Poll Clerk records the vote on the tally sheet. Others with tally sheets may also record the vote.
- ☐ Place the ballots counted for each candidate in separate piles on the table.
- ☐ If you decide that a ballot is to be rejected, DRO places it in Envelope "C" for rejected ballots.

Objections:

- ☐ An agent or elector representing a candidate may object to a ballot being counted or rejected. Consider the objection, but remember that the DRO has the final decision on whether or not the ballot is to be counted or rejected.
- ☐ Record the objection on the Record of Objections, form ENS-02-516 in the Poll Book. Objections should be consecutively numbered, with the same number and the DRO's initials placed on the back of the ballot in question.
- ☐ If you count a ballot objected to place it with the other ballots for the candidate. If the ballot is rejected, it is placed in Envelope "C".

Step 7: Completing the statement of poll and reporting results:

- ☐ Record the number of ballots cast for each candidate on line 2.
- ☐ Place the ballots cast for each candidate in a separate Envelope "D". Write the name of the candidate and the number of ballots on the outside of each envelope.
- ☐ Count the number of rejected ballots in Envelope "C," and write the number of ballots on the outside. Place the ballots back in the envelope.
- ☐ Record the number of rejected ballots in Envelope "C" on line 3.
- ☐ Seal each envelope with a gummed paper seal and sign it. Any candidate's representatives may sign the seal if they wish.
- ☐ Complete the statement of poll, including recording the total number of electors recorded in the Poll Books as having voted at all stops for the mobile poll.
- ☐ DRO and Poll Clerks must complete at least the first two statements of poll in the Poll Book.
 - Leave the first copy in the Poll Book.
 - Detach the second copy and place it in Envelope "E".
 - Any additional copies are for the agents at the poll, and are completed on request of the agent.
 - Telephone the RO immediately and report the results. Remember the RO must be the first to have the results before they are released to anyone else. The Returning Officer will accept collect calls.

Step 8: Securing and returning the election material:

- Place the elector's (yellow) copies of Certificates to Vote in Envelope "H". Complete the information required on the front of the envelope and seal it.
- Place the original (white) copies of Certificates to Vote in Envelope "G". Complete the information required on the front of the envelope and seal it.
- Put the following in Envelope "E":
 - ✓ the Statement of Poll
 - ✓ Form ENS-02-526, if you appointed a constable
 - ✓ Envelope "G".

Seal envelope with a gummed paper seal, DRO and Poll sign seal and any others present who wish to do so.

- ☐ Put the following in Envelope "J".
 - ✓ The Poll Book.
 - ✓ Envelope "A".
 - ✓ Envelope "B".
 - ✓ Envelope "C".
 - ✓ Envelope "D".
 - ✓ Envelope "H".
 - ✓ The List of Electors used at the polling stations.

NOTE: **DO NOT** put Envelope "E" into Envelope "J".
 DO NOT put Envelope "G" into Envelope "J".

- ☐ Seal the flap of Envelope "J" with the seal marked "POLL RETURN ENVELOPE "J". DRO and Poll Clerk signs the seal, and candidates' representatives who wish to sign, can do so.
- ☐ Place any other material used at the polling station in one of the blank envelopes.
- ☐ Deliver the following to the RO:
 - ✓ Envelope "E"
 - ✓ Envelope "J"
 - ✓ Other materials.

